

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Visitor Parking on 6 Jan 83
Request for Candy-Stripe Badging on 6 Jan 83

STAT To : Chief, Headquarters Security Branch, PSD/OS
Chief Receptionist

INSTRUCTIONS

Use routing symbol whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

5 Jan 83

ROUTING SYMBOL

Secretary to D/ODP

INITIAL MESSAGE

Listed below are visitors coming into Headquarters Building for a Reception in honor of Bruce T. Johnson on Thursday, 6 January 1983 at 5:30PM in the Executive Dining Room 7D42.

Please direct them to the Visitors Parking Lot in front of the main entrance.
Thank you.

NAMEARRIVAL TIME

1. JOHNSON, Nancy 5:00 (wife of guest of honor)
2. KEENAN, Frank R., Jr. 5:00 (IBM Program Director)
3. WISECARVER, George 5:00 (" Account Executive) (boss of Ken Williams & Julie Walker--who have badges)

RECEPTIONIST: Please candy-stripe badge the visitors and call O/D/ODP, for escort.

REPLY MESSAGE

Dist:

From : 1 - C/HSB/PSD/OS
1 - C/Receptionist
1 - O/D/ODP/SECURITY/General
/PERSONNEL/Employee Relations & Activities/Recreation
✓ /BUSINESS/IBM

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

5027-106

1. TO BE RETAINED BY ADDRESSEE (Receiver)

OPTIONAL FORM 27 (Rev. 7-77)
GSA FPMR (41 CFR) 101-11.6